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BOYD  
SHORTHAND  
INSTRUCTOR





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# Boyd Shorthand

is

A System of Shorthand in which  
Characters Represent  
Syllables

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This System Greatly Simplifies the Science. It may  
be learned in one-fifth of the time required  
for other systems.

by

Robert Boyd, B. A.

(University of Toronto)

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## PREFACE

in recommending the Boyd System of Shorthand to the public, we wish to call your attention to the fact that we are introducing a system which has revolutionized the art of shorthand writing in the phenomenally short time it has been in existence.

Ever since the days of Socrates, men have struggled to produce some system of recording words that would be so easily and accurately written, as to enable the writer to reproduce the impassioned eloquence of the world's great orators and the technical language of the busy professional and commercial world. The history of shorthand has come down to us through the ages, coupled with the names of men prominent in the world of literature, who by invention or improvement have sought to solve the mystery of quick writing.

The Boyd Shorthand is based on a principle which is entirely different from any other system. It is a system which makes characters represent syllables rather than single letters. The advantage of this will at once appeal to the thinking critic of shorthand systems. In every way the system is logical and unique. There is no other like it. It has so many new features that it can-

not be compared with what we call the old systems. It belongs to "The Higher Education" in the front rank of better methods which modern invention and study are bringing forth. It has torn away the veil of mystery which has hitherto enveloped shorthand and has made the study clear and easy. It produces clear headed and confident writers who are not weighted down with a burden of rules with their necessary exceptions. In fact this system is what the writing world has been waiting for, and when you have examined the principle upon which it is founded, you will wonder why the principle was never before utilized for a system of writing.

The advent of this system is opportune, as stenographers are in greater demand today than they ever were, owing to the fact that men in all lines of business demand that their correspondence be typewritten, thus obviating the serious annoyance and delay occasioned by illegible handwriting.

WM. J. MORAN.

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## INTRODUCTION

EVERY sound and letter in the English language is clearly and exactly differentiated in this system of shorthand which is based on the syllable. It is no more applicable to one line of business than to another, but applies with equal facility to all words common or technical. Writing is an imitation of printing, and in printing a syllable is a definite mark which admits of no variation. To base a system of shorthand on the syllable seems to be the most natural method in the production of a complete and scientific representation of words by signs.

A syllable, according to its derivation from two Greek words, means the union of two or more letters in one sound. Our words, for the purpose of clearness in spelling and pronunciation, are divided into syllables. The old notion obtained that the number of syllables in our language was very great, even tens of thousands, but this belief is a mistake. It is possible to form tens of thousands of syllables from the alphabet, but many of these syllables are difficult to pronounce and very unpleasing to the ear. The natural instincts of the human race chose only the most euphonious, and these are 112 in number, and of this number about fifty are rarely used.

There is really nothing wonderful in the fact that the number of syllables in our language is not large. Do not the ten figures, viz., 1234567890, build up all problems in arithmetic and the higher mathematics so extensive that no person has ever



reached the outer limits. The wonder is there are so many syllables, and it may interest the reader to know that about thirty-five syllables build up about three-fourths of all words in the language.

The proposal to employ characters to represent syllables at first suggests the thought that this involves the use of a vast number of characters, but nine characters arranged in different relations are sufficient to obtain the differentiation of each syllable. The characters are so arranged that when the student learns sixteen syllables he practically knows eighty. This explains how in one month the average person may attain a speed of 100 words a minute, and this speed by subsequent practice, can be extended to 200 words a minute, and the writing is read as easily as longhand.

The art of writing, from a universal standpoint, has undergone no appreciable change by way of speed or legibility through the course of its history from its earliest records. The twenty-six characters known as the alphabet in our language had their origin in the ancient Hebrew or Semitic language, which was made up of characters resembling shapes of various objects in nature. In those ancient days when thought was recorded upon skins of animals, papyrus, barks of trees and blocks of wood or stone, and when commerce had necessitated no extensive correspondence, brevity in writing was a small consideration. Present conditions, dependent upon a highly developed commerce, have produced new demands

in chirography, and our slow and irritating process of committing thought to paper suggests modification.

This system of shorthand was invented for the purpose of displacing the old cumbersome method of writing or printing. The fact that the shorthand may be read up side down almost as readily as in the ordinary manner is evidence that it is more legible than longhand which cannot be read with ease in this direction. Besides many of the distinctions in longhand are more delicate than any in this shorthand. In longhand it may be noted how the u resembles an n, the only difference between iv and w is a small dot, the a is often made like an o, the q like a g and the b like an l. This system of shorthand having no such fine distinctions is admirably adapted for taking lectures or private notes, or for correspondence between parties who know the system. For printing purposes it would eliminate much of the labor now expended, as one character would take in a number of letters instead of only one letter. Furthermore, the printing would be much more artistic, and there would be no haziness in the reading.

Any shorthand system which is based on the single letter principle may be traced back into other centuries. John Byrom, at Manchester, England, in the year 1767, published a book in shorthand where he grouped the letters according to their affinity of sound, such as p and b, t and d, k and g, f and v, s and z, m and n and so forth.

I quote from his posthumous edition published in the year 1823, page 3, as follows: "The next consonant is f or v, the latter being represented by the same marking as f by making the stroke a little thicker." The other letters are treated in a similar manner, and the student of the old method today will notice how extensively this arrangement has been copied, and that the pretension that such a system where characters represent single letters is original and modern is not supported by the evidence, and a would-be author shows little honor and respect for the labors which others endured many generations ago, when he represents such a system as his own product. To make a few insignificant changes in a shorthand system, and then claim to be the originator of the system, would be the same as changing a few bolts and washers on a fast engine and then claim to be the inventor of the engine. Characters which represent syllables belong to the modern education, and are not copied from the old barbarous complications.

It may be the opinion of the casual observer who has not had special experience in bringing about important reforms in writing, that all that is necessary is to announce the news to those who are interested and immediately the new and better is adopted and the old discarded. While this is true in regard to those who are progressive and desire to encourage advancement, it is not true in regard to a large part of the people who appear to be unable to investigate for themselves, and

are exploited by unscrupulous persons into studying shorthand for six months, or as long as they can keep them, because the longer the time the more profit for the school.

The voice is given by nature. Its elements are pure, brief and admit of little alteration. The movements of the hand in writing may be made to correspond to the motions of the vocal organs in speech, and the principles upon which these operations are practical are set forth in this book.

Writers of this system of shorthand hold the world's record for speed and accuracy. Private secretaries, public stenographers and court reporters are among the most enthusiastic on account of the great legibility and speed of the system. Every writer is a promoter and that is the explanation of its extensive use.

To the numerous teachers and promoters in all parts of the world is due great praise for the good the system has done in alleviating the toil of the learner, and it is for them to feel gratified that they have done something to advance modern enlightenment in the progress of the world.

ROBERT BOYD.

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## CHARACTERISTICS OF THE BOYD SHORT-HAND SYSTEM.

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1. It is a natural and scientific system based on the syllable, and has system, simplicity, legibility, brevity and speed.

2. The number of angles is minimized.

3. Each word is a complete line.

4. The differentiations are not delicate but distinct.

5. It has only nine characters and three rules.

6. Backhand movements are not necessary in the writing.

7. Syllables occurring most frequently are represented by the most easily formed characters.

8. Characters are free from the restrictions of copy lines.

9. No shading or dots are necessary in the formation of characters.

### DIRECTIONS FOR STUDY.

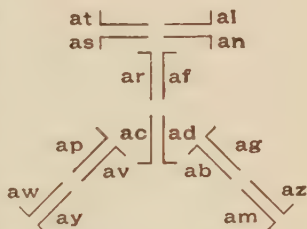
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1. In the beginning of the study aim at accuracy, rather than speed.
2. The size of the characters should be about the same as in the Instructor.
3. Thoroughly master the "a" group of syllables before proceeding to the others, as this is the basis of all the five vowel groups.

SYLLABLES IN *A*.

Note that characters represent syllables. The character for the syllable *at* is first made downward with a short straight line and then to the right with a longer straight line, forming a right angle as shown in

the accompanying design. The shorter part is one-third the length of the longer part. The letters *a* and *t* are not represented separately, but the character as a whole stands for the syllable as a whole.



The character for the syllable *as* is first made upward, and then to the right. The character for the syllable *al* is first made to the right and then upward, and the character for the syllable *an* is made to the right and then downward. Each character is made with a continuous movement, and all are relatively the same size.

The characters for the syllables *ar*, *af*, *ac* and *ad* are made downward in a vertical direction. Characters representing the syllables *ap*, *av*, *aw* and *ay* are made upward in a slanting direction at an angle of forty-five degrees. The characters for the syllables *ab*, *ag*, *am* and *az* are made downward, slanting at an angle of forty-five degrees.

## WHEN YOU LEARN SIXTEEN SYLLABLES YOU KNOW EIGHTY.

NOTE that the groups *A*, *E*, *I*, *O* and *U* resemble one another, and that the consonants or last letters in them all are the same. When the *A* group is thoroughly understood all that is necessary is to change the *a* to an *e* in the *E* group, to an *i* in the *I* group, to an *o* in the *O* group and to a *u* in the *U* group. It follows that by learning the sixteen syllables in the *A* group the remaining vowel groups are known or eighty syllables in all.

The character for the *E* syllable is made up of a straight line with a hook at the end of the line.

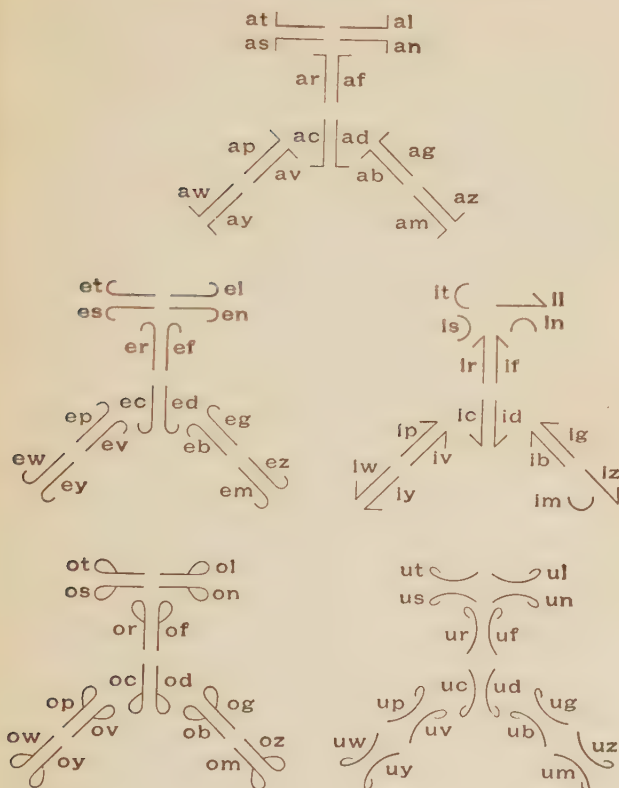
In the *I* character the angle is acute at an angle of forty-five degrees, and the outline may be made by tracing the side and diagonal of a square.

In the *O* group the character is a straight line with a loop at the end.

The *U* character is a curve with a hook inclined inwardly at the end.

In the *I* group the syllables *it*, *is*, *in* and *im* are very frequent in occurrence. For this reason these four syllables are represented by very easily formed outlines. The characters are all made from a small circle. *It* is the left half, *is* is the right half, *in* is the upper half and *im* is the lower half.

## FIVE VOWEL CHARACTERS



NOTE that each character assumes sixteen different relations: *t, s, l* and *n* characters are horizontal, right movement, *r, f, c* and *d* characters are vertical, made downward, *p, v, w* and *y* characters are left oblique, upward, and *b, g, m* and *z* characters are right oblique, downward.



## Exercise.

In the building up of words silent letters are omitted. The doubling of letters where only one letter is sounded is not necessary. In the word *all* the second *l* may be discarded, so also the silent letter *e* in the word *are*.

To attain speed in writing it is customary to abbreviate the word, for example, *av* for *avenue* and *ad* for *advertisement*. In the word *usual* the *us* is joined to the *ul*, the *a* being silent.

All are at 5 Av.

— 7 L 5 ^.

It is in an advertisement.

C D O — L.

All are in it as usual.

— 7 O C — ~.

There is no need of shorter characters for arithmetical figures, as these may be written as quickly as they are pronounced in the most rapid speech.

Punctuation marks are the same as in longhand writing, as these signs are among the shortest and most legible in nature, and are not confused with any other character in the system.

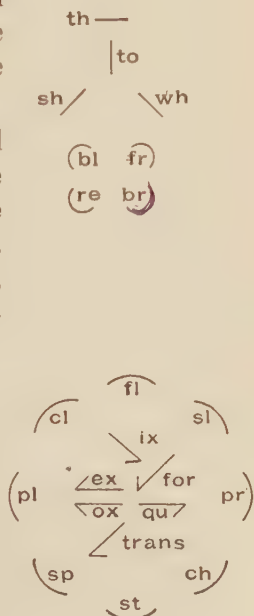
## FOUR CONSONANT CHARACTERS.

The characters in the accompanying designs do not admit of sixteen differentiations as in the vowel groups and so cannot follow the same order.

The straight line for *th* is made to the right. *To* is made downward, *sh* is made upward obliquely, and *wh* is made downward obliquely. All are relatively the same length.

Characters for *bl*, *br*, *fr* and *re* are half circles, the same size as that for *it*, but are made in an oblique direction. *Bl* and *br* are made upward, and *fr* and *re* are made downward.

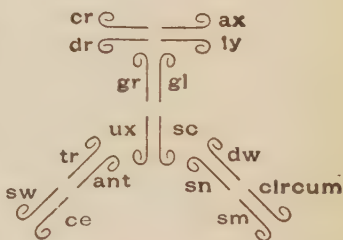
A curve expressed by one-quarter of a circle represents eight syllables. It is differentiated from the *in* character in two ways: 1. *fl* is a curve and *in* is a semicircle; 2. *fl* is twice the length of *in*. In the learning of these syllables it is well to draw the *fl* first, right move-



ment. Then *st* is drawn to the right. *Pr* and *pl* are made downward. From this arrangement the other characters are more easily placed in proper relation. *Cl* and *ch* are made upward, and *sl* and *sp* are made downward.

The characters which were displaced in the *I* group by *it*, *is*, *in* and *im* are used for *ex*, *ox*, *qu* and *ix*. The syllable *iw* does not occur in the language, and the character is used to represent *for*. The syllable *iy* does not occur in the language and the character is used to express *trans*.

The remaining character *cr* admits of sixteen differentiations, and therefore follows the same order as the vowel groups. It is made up of a double hook, but the line does not touch itself. It is



used in writing the following: *cr*, *dr*, *ax*, *ly*, *gr*, *gl*, *ux*, *sc*, *tr*, *ant*, *sw*, *ce*, *sn*, *dw*, *sm* and *circum*.

Write all the vowel groups one after the other, then the four consonant groups. These are all the characters in the system, and they differentiate all the syllables in the language.

# BOYD SHORTHAND

## GENERAL REVIEW

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### Characters

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

at | al  
as | an

ar | af

th —

to

sh

wh

ap | ac | ad | ag  
av | ab | az  
ay | am

(bl) (fr)

(re) (br)

et | el  
es | en  
er | ef

it | il  
is | in  
ir | if

ep | ec | ed | eg  
ev | eb | ez  
ew | ey  
em

ip | ic | id | ig  
iv | ib | iz  
iw | ly  
im

ot | ol  
os | on  
or | of

ut | ul  
us | un  
ur | uf

op | oc | od | og  
ov | ob | oz  
ow | oy  
om

up | uc | ud | ug  
uv | ub | uz  
uw | uy  
um

(cl) (fl) (sl)  
ix  
(pl) (ex) (for) (pr)  
(ox) (qu)  
trans  
(sp) (st) (ch)

cr | ax  
dr | ly  
gr | gl  
ux | sc  
tr | ant | dw  
sw | ce | sn | circum  
sm



## RULES

In this system of shorthand there are only three simple rules, logical and complete in their use. The first pertains to the joining of characters, the second deals with single letters and the third relates to twelve forms of words where the vowels come after the consonants. It is advisable to thoroughly understand each rule before proceeding to the following one.

---

### RULE I.

*In the joining of characters movement tends to the right upward or downward as convenience permits.*

## EXERCISES IN RULE I.

## Exercise 1.

Practise the following exercise which shows how characters are joined in forming words:

speech      purple

than      close

inch      plan

refer      state





























those      shot

then      floor



## Exercise 2.

Practise the following words in shorthand:

state 	then 	speech 	floor 
plan 	thought 	than 	refer 
those 	shot 	honor 	Friday 
shop 	close 	store 	spell 
clan 	clock 	span 	stood 
sheep 	flood 	stove 	this 
freight 	prob 	plot 	steep 

## Exercise 3.

Write the shorthand for the following words:

plan	shot	those	store
clock	floor	close	than
state	open	shop	sheep
usual	even	this	spell

When the syllable *th* is used alone it represents the word *the*. Note that the word *our* is expressed by the syllable *ur*.

#### Exercise 4.

1 C ) 3 — 9.

2 — / ) 3 9 — ∪.

3 ∩ — 2 ( ) ∩ — 9.

4 — ∪ 7 L — ∪ 3 5 — /.

5 ) / 3 ∪ / ) ∪ 3 /

















7 ∪.

## Exercise 4 Transcribed.

1. It is on the floor.
2. The shop is on 9th St.
3. In all probability it is in the store.
4. The stoves are at the station on 5th Av.
5. Our shop on Union Av. is closed this evening  
as usual.

## Exercise 5.

Write the longhand for the following shorthand words:

1 	2 	3 	4 
5 	6 	7 	8 
9 	10 	11 	12 
13 	14 	15 	16 

## Exercise 6.

Write the following sentences in shorthand:

1. It is in the shop.
2. The stores are closed as usual.
3. Our stove is on the floor in the station.
4. The shop on Union Av. is closed on Friday.
5. In all probability it is in the store or freight station on 10th St.

## RULE II.

This rule deals with single letters when they do not form parts of syllables.

**CONSONANTS:** Of the five characters used in the five vowel groups the second character or *E* syllable is the most easily written. Therefore the *E* syllable is taken as a basis of the character for the consonants.

*When the character for each syllable in the E group is reduced one-half size it represents the corresponding consonant of that syllable. For example, t is written one-half the size of et, s is written one-half the size of es, and so on for all the consonants of this group.*

The characters for these letters need not necessarily be one-half size, but may be written as small as possible. The consideration is that they be distinct.

This rule embraces sixteen consonants, and they are all made from the *E* group. There is no halving in any of the other vowel groups.



## VOWELS AND SPECIAL CONSONANTS.

## 5 Vowels

c a

ℓ e

ɔ i

o o

✓ u

## 5 Special Consonants

l h

J k-c

∟ x-ex

→ q-qu

ɔ j-i

The character for *a* is the left half of a very small circle. *E* is formed by the union of two small curves, and is used in such words as *East* (e-st). *I* is the opposite of *a*, and *o* is an elliptical mark used in such words as *oath* (o-th). *U* is the same as *ew* as it has the same sound, for example *blue* (bl-ew).

The character for *h* is a short vertical mark about one-half the length of the character for *to*. *K* is the same as *c*, *x* has the same sound as *ex*, *q* is never used without a *u*, and so has the same character as *qu*, and *j* is the same as *i*.

## EXERCISES IN RULE II.

## Exercise 1.

Practise the following exercise which shows how consonants are joined to syllables in forming words:

seen rate

lit man

boy cor

ten tell

best gem

bought date



The word *and* is abbreviated to *an*, *correspondence* to *c-or* and *affairs* to *a-fr-s*.

### Exercise 2.

1 — ∫ ∪ ∩ — 9.

2 ( ) 2 — 8 ∪ L — 3.

3 — e 2 3 — 4 ∩ — 5 p

5 — / — 10 — ∪.

4 — ) 2 2 7 5 }  
— 3.

















5 — e 8 9 — 4 | —  
e 2 ∩ — 3 2 4 — p 3.

## Exercise 2 Transcribed.

1. The gem is on the floor.
2. It is probable the boy is at the station.
3. The old man bought the store on the corner of  
5th Av. and 10th St.
4. All our business affairs are transacted promptly  
and satisfactorily.
5. The little boy brought the correspondence to the  
old man on the 3rd or 4th of November.

## Exercise 3.

Write the longhand for the following shorthand words:

1 	2 	3 	4 
5 	6 	7 	8 
9 	10 	11 	12 
13 	14 	15 	16 

## Exercise 4.

Write the following sentences in shorthand:

1. The boy is at the station.
2. Our gems are in the store on 9th Av.
3. The old man bought the shop on Saturday.
4. All the correspondence is transacted promptly and satisfactorily.
5. In all probability the boy brought the clock at 4 p. m. to the station on State St.

## RULE III.

The following monosyllabic words, where the vowel comes after the consonant, are represented by the characters of the *E* group written in the regular way, and the first letter determines the syllable used. For example, in the words *be* or *by* the first letter is *b*, therefore it is the *eb* syllable that is used. In the word *do* the first letter is *d*, therefore the *ed* syllable is used, and so on for all of the words. Note that they are all made from the *E* group. The list is arranged alphabetically.

be by

no know

do due

so see

fee

tie

go

via

lie

we

me my

you

*Be* and *by* are written with the same character, but the context will readily show which of the words the character represents.

The halving is in the second rule only. In the third rule the characters are written full size. The word *you* is written with the *ey* character, but the letter *u* which is never used alone is written with the *ew* character.

Note that *will* is abbreviated to *il*, *with* to *w* and *from* to *fr*.

### Exercise.

<sup>1</sup> ✓ l r c.

<sup>2</sup> — t h n \ /.

<sup>3</sup> c → \ ✓ \ | r — / r  
n L 7 d.

<sup>4</sup> ✓ / | ' r r c r r r r  
n e | ) d.

<sup>5</sup> ) y o e \ f s L —  
/ u o e m u.

## Exercise Transcribed.

1. We do see you.
2. The old man bought my shop.
3. You will go with me to see the show this evening at 7 o'clock.
4. We hope to hear from you as soon as possible in regard to our correspondence.
5. Our store is lit by electricity generated at the power station on East Vine St.

## ABBREVIATIONS

It is a general principle in writing that a greater speed may be obtained by shortening a word. In abbreviations, opportunity is given for the exercise of individual judgment. The word *manufacturing* may be written *manuf*, *mnfg* or *mfr*. It is well to choose that form which will express the best outline in shorthand. A form different from that found in the word itself may be used, such as, *oz* for *ounce* and *no* for *number*. The usage which obtains in ordinary practice is to abbreviate by syllables rather than by letters, for instance, *exam* for *examination*. This system of shorthand being based on the syllable, follows the natural method of shortening words as practiced in ordinary writing, thus obviating the necessity of learning special contractions or long lists of word signs. The most frequent method of abbreviating is the selection of the first or first two syllables of the word.

It may be noted that an abbreviated word may have various relations, and the forms being different parts of speech are readily distinguished. For example, *prob* may mean *probable* or *probability*. In the sentence, *It is prob* it would be *probable*, while in the phrase *in all prob* it would be *probability*.



## PHRASES

Phrasing is the joining of two or more words which come together frequently in groups. In a long phrase it may be necessary to represent only the most prominent words, such as, *we receipt letter* for *we are in receipt of your letter*. It may be noted that in every business certain combinations of words peculiar to the trade are very frequent in occurrence, and advantage may be taken of this to form special phrases. It appears that the lifting of the hand in writing retards speed, and in so far as words are combined in groups to that extent will speed be facilitated.

All words may be written together, but if phrasing were carried too far there might be difficulty in separating the words in transcribing. It is well to combine words as much as possible so long as the writing is distinct. As a general principle it may be stated that not more than four or five words should be joined in one phrase.

When some words are used in a phrase they are shortened in a special manner, for example, the word *are* is expressed by the letter *r* in the phrase *we are*.

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## PHRASES.

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in reply	3	we hope to	g
up to	f	to be	h

## BUSINESS LETTERS

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Dear Sir:

We have the honor to state, in reply to your inquiry of the 4th inst., that the institution which you refer to is situated in the best part of the city. It is thoroughly up to date, and has ample accommodation for 300 people.


In the inclosed catalog you will find further information which we hope will be satisfactory. All inquiries will receive our immediate attention.

We have the honor to be,


















Yours truly,

**EXERCISE.**ent special mark gentlemen g ent 





















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## PHRASES.

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it may be		so far	
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can do		at an	



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Gentlemen:

In reference to our conversation of this day in regard to your proposition to rent an office at 9 East 43rd St., we wish to state that we have conferred with our agent in regard to the matter, and we beg to inform you that we are unable to accept your offer for reasons already stated. It is, however, our wish to have you as our tenant and to assist you in so far as we may be able to do so. The proposition we made you is the best we can do under the present circumstances.

Hoping to hear from you soon, we are,





















Yours respectfully,

## EXERCISE.

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## PHRASES

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very best		it will be	

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Dear Sir:

We wrote you on the 5th ult. in reference to a matter connected with Messrs. Stowe & Co. of your city, and we regret to state that, up to date we have not received any reply. The information we request is exceedingly necessary at the present time, and we hope to hear from you at an early date.

We had the pleasure of a visit from your representative a few days ago, when he showed us a sample of your goods, and it is quite probable that in the near future we will place a large order with you.

With great respect, we remain,

Yours very truly,

## EXERCISE.

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## PHRASES.

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Gentlemen:

































In reply to your letter of the 17th inst., we would say that the party you mention is doing business at No. 109 West 12th St. in this city.

We regret very much that when we wrote you in regard to the financial standing of the firm of W. G. Hope & Co., we did not receive an immediate reply. We have had an opportunity to do considerable business with this firm, but we do not wish to enter into business relations with them without being amply secured.


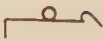


















Trusting that we have not inconvenienced you in the matter, we beg to remain,

Very respectfully yours,

## EXERCISE

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## PHRASES

has been		has not been	
have been		thank you	
should you		past favor	
should you not		we are in receipt	
should we		valued favor	
I should		as soon as	
we are in receipt of your letter		we shall	
any time		shall be	
from them		be pleased	
in receipt		shall be pleased	



My Dear Sir:

In our Association at South Point there are about one thousand members who carry on a large wholesale business in hard and soft coal. We are informed that you are supplying the Northern Electric Co. with soft coal for manufacturing purposes. We are further informed that this company is furnishing coal to their employees. We wish to call your attention to the fact that this is against the rules of the association, and we hope that you will take immediate steps to relieve the situation which is becoming almost intolerable to the retail dealers at South Point.

Kindly let us hear from you at your earliest convenience in reference to the matter and oblige.

Respectfully yours,

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My Dear Friend:

On March 14th, we made what we thought to be a satisfactory adjustment with reference to the shipment which we recently sent to you, and which was short one stove. We also asked you to have the agent make a notation on your freight bill to the effect that the stove was missing. Not having heard from you we are again writing you as we need your assistance in order to settle the matter.

Should the agent for any reason refuse to make such a notation kindly state that fact on the reverse side of this sheet and mail to us in the inclosed stamped envelope.

Thanking you for past favors and trusting that we may have your future patronage, we remain,

Sincerely yours.



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 59 60 61 62 63 64 65  
 66 67 68 69 70 71 72  
 73 74 75 76 77 78 79  
 80 81 82 83 84 85 86  
 87 88 89 90 91 92 93  
 94 95 96 97 98 99 100

Dear Madam:

We are in receipt of your valued favor of recent date, and we regret very much our error in handling your first letter. If you have not received a satisfactory statement up to this time, kindly advise us as soon as possible giving a complete restatement of all the facts in the case. We shall be pleased to take the matter up very carefully, and we will guarantee to give your letter our very best attention. Be sure to use the inclosed envelope when writing to us again should you find it necessary to do so.

Assuring you that we wish to make all your transactions entirely satisfactory to you, we beg to remain,

Yours very respectfully,

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My Dear Friend Allen:

On the 9th inst. we mailed you an order for goods as follows:

12 gross No. 6 patent penholders

1 box refined soap

4 doz. lead-pencils

5 brl. flour (xxx)

Awaiting your reply, we are,

Yours cordially,

Dear Miss Jones:

In reply to your favor of the 2nd inst. we have pleasure in sending you, under separate cover, a copy of our latest catalog. From the prices marked we will make you a discount of 7 1/2%, and an additional discount of 2% for cash in ten days.

Very respectfully yours,

## LONG AND SHORT VOWELS

It may be observed that the letter *i* in the word *win* is short in sound, and that when it becomes long the word *wine* is formed, the *e* showing that the preceding vowel is long. Other words are *man* and *mane*, *sit* and *site*, *mit* and *mite* (might) and so forth. In shorthand the long vowel is distinguished by a short horizontal line near the syllabic character which is long in sound. In ordinary writing it is not always necessary to show the long vowel as the meaning may be inferred from the sense, but in writing a list of words it would be necessary to show the distinction. The diphthongs *ou*, *au* and *oi* may be expressed by the syllables *ow*, *aw* and *oy* respectively as they have the same sound.

## SPECIAL MARKINGS

There are a few special markings where various contrivances are used, and one way appears to be as good as another. To express a capital letter a line or two lines may be drawn under the shorthand word. A dollar sign may be expressed by a dot above the figure or between the dollars and the cents. A paragraph may be represented by an *x* or two short lines parallel and close together, or by a new line with a space at the beginning as in ordinary printing. The word *thousand* may be expressed by *th* and the word *million* by *m* when they come after figures.

*Co* is the same as *com*, *coun* the same as *con* and *tran* or *train* the same as *trans*.



WORD GROUPS  
AND  
REVIEW EXERCISES



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	∩	∩	∩	∩	∩	∩
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	∩	∩	∩	∩	∩	∩
10	∩	∩	∩	∩	∩	∩
	∩	∩	∩	∩	∩	∩
	∩	∩	∩	∩	∩	∩
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	∩	∩	∩	∩	∩	∩
	∩	∩	∩	∩	∩	∩
20	∩	∩	∩	∩	∩	∩

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bay	day	ability	inability	law	lawsuit
gay	hay	did	done	jury	perjury
lay	delay	would	could	judge	judgment
5 may	nay	let	lot	act	action
pay	payable	near	nor	promise	premise
payment	paid	mere	more	walk	talk
non-payment	unpaid	ever	over	enough	tough
prepaid	ray	self	myself	prior	period
10 say	way	ourselves	himself	caution	precaution
play	stay	herself	yourself	concern	concession
gray	dray	itself	themselves	though	through
away	each	selfish	self-control	whole	while
such	much	word	work	meanwhile	to-day
15 cannot	cancel	worth	unworthy	to-night	to-morrow
which	what	trustworthy	worthless	together	toward
they	them	worse	world	half	often
made	make	worry	worn	advise	advantage
want	went	part	particular	advance	return
20 took	taken	party	parties	said	aforesaid

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	4	4	2	2	✓	✓	✓	✓
5	5	✓	3	3	✓	✓	✓	✓
	6	6	4	4	✓	✓	✓	✓
	7	7	5	5	✓	✓	✓	✓
	8	8	6	6	✓	✓	✓	✓
10	10	10	7	7	✓	✓	✓	✓
	11	11	8	8	✓	✓	✓	✓
	12	12	9	9	✓	✓	✓	✓
	13	13	10	10	✓	✓	✓	✓
	14	14	11	11	✓	✓	✓	✓
15	15	15	12	12	✓	✓	✓	✓
	16	16	13	13	✓	✓	✓	✓
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	18	18	15	15	✓	✓	✓	✓
	19	19	16	16	✓	✓	✓	✓
20	20	20	17	17	✓	✓	✓	✓

no	know	occasion	auction	facility	object
known	know-	co-operation		defer	differ
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nobody	notion	therefore	there-	defendant	desire
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5	hence	hence-	book	book-keeper	nevertheless
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once	twice	strict	instruct	whatever	somewhat
announce	bet-	neglect	salary	direct	direction
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couple	double	duplicate	cont-	proper	property
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trouble	lost	due	duly	prosper	prosper-
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10	most	cost	estate	establish	count
					county
true	issue	list	lest	council	counsel
sue	clue	least	charge	transit	transfer
tuition	ruin	during	durable	transform	trans-
					late
ensue	pursue	signature	rec-	end	endeavor
			ommend		
15	joy	enjoy	behind	prohibit	rend
					render
point	choice	hath	rush	endure	endorse
appoint	toil	view	review	prove	approve
soil	coil	escape	engage	appropriate	
					approximate
void	avoid	thing	anything	appraise	appear
20	noted	notice	something	anyone	rely
					reliance



# READING EXERCISES

(Transcribed from page 88)

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## READING EXERCISES

(Transcribed)

## Letter No. 1.

Dear Friend:

We received your invoice in due time, but the shipment has not yet arrived. Please attend to this matter through the railroad company, and have goods forwarded as soon as possible.

Your prompt attention will much oblige.

Respectfully yours,

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## Letter No. 2.

Dear Sirs:

We are in receipt of your esteemed favor of the 7th of December last, and will send the cloth by the 8th, with the exception of the pieces ordered in "open market" No. 90. We are totally unable to keep up with the order for this pattern, which is the most popular thing we have ever had, and we must beg your indulgence for 10 days or so, by which time we hope to ship the balance of your order. We would advise that you send in your future orders a month or so in advance, so as to give us plenty of time in which to manufacture the same.

Hoping to be favored with your future orders, which shall have our best attention, we are,

Very respectfully yours,

Dictated W. R. M.

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## Letter No. 3.

Dear Sir:

Our friend, Mr. G. L. Stone, has handed to us your letter of the 10th inst., addressed to him.

We would be pleased to handle your shipment at our regular commission of 5 per cent, cartage extra. Let us know what grade of goods you have to offer, and we will quote you ruling prices by mail or telegraph, as you instruct.

We will endeavor to give you satisfaction in every respect. Awaiting your reply, we remain,

Yours very truly,

**Letter No. 4.**

Dear Mr. Brown:

Answering your esteemed favor of recent date, we wish to advise that we require the payment of an extra charge for all merchandise sent by freight, as such shipments are subject to transfer. We request, therefore, that you observe the conditions on which your future orders will be accepted.

Please notice that 30 days' credit is now quoted on all winter goods. A large number of our customers have taken advantage of this special offer.

Hoping to hear from you soon, we are,  
Very respectfully yours,

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**Letter No. 5.**

Dear Madam:

We have your letter in reference to order amounting to \$45.00, which was shipped to you under the invoice number 234, and which was returned to you as credit voucher number 789.

Samples and prices that you request have been sent to you, and we have every reason to believe that they will interest you.

Regretting the inconvenience caused you and soliciting your future orders, which shall have our best attention, we remain,

Yours truly,

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**Letter No. 6.**

Gentlemen:

As the first of the year is very often the time when new accounts are opened, we take this opportunity to extend to you the use of our services should you contemplate new or enlarged banking arrangements. From the inclosed card you will note that we transact all branches of business pertaining to a modern bank and trust company. Our loca-



tion on Clinton street, opposite the Board of Trade Bldg., affords you the most convenient service of this kind obtainable.

If you are interested we would esteem it a privilege to have you communicate with us, or if more convenient, we would be glad to have a representative of the bank call at your office for the purpose of giving any information you may desire, if you will name a convenient time for such a visit.

Trusting that we may have the pleasure of serving you, we are,

Yours respectfully,

---

#### Letter No. 7.

Dear Sir:

I have your letter of recent date, inclosing price list and stating terms, both of which are satisfactory. After you have communicated with the firms which I offer as references, and satisfied yourself as to my business standing, I shall be pleased to place an order with you.

Ward & Brooks and the National Manufacturing Co., all old business firms of your city, can tell you all about me, as I have dealt with them for a number of years.

With great respect, I am,

Yours very truly,

---

#### Letter No. 8.

Gentlemen:

Inclosed we return you invoice of the 9th inst. for correction.

Respectfully yours,

## VERBATIM REPORTING

Our ten digits or figures, commonly called the Arabic Notation, afford the best example of shorthand writing which has come down to us from antiquity. These numerals are very legible, and may be written at the rate of two hundred words a minute, or as rapidly as they are spoken. In the Boyd System of Shorthand the outlines are, on the average, much shorter than these figures, thus constituting a conclusive proof that a greater speed than two hundred words a minute can be attained, not to mention the advantage of phrasing which increases speed to a considerable extent. Platform speaking is about one hundred and twenty-five words a minute, so that the necessity for writing at the rate of two hundred words a minute is infrequent. A judge addressing a jury speaks in a deliberate manner at the rate of about seventy-five words a minute. Ordinary office dictation on the average is at the same rate.

Extensive comparisons have been made by experts between the outlines of Boyd Shorthand and those of the old method, and the unanimous opinion is that the common words which form the great body of our language are much shorter than the outlines in the old system. About twice as many letters are expressed in the Boyd System

as in the old method. The theory of the superior speed of Boyd Shorthand is supported by the practice of innumerable writers who are using it with the highest efficiency in every way in which shorthand can be used.

Easy reading is quite as important as rapid writing. A claim to be able to write at a high rate of speed, without considering the ease and accuracy with which it may be transcribed, has no value. In Boyd Shorthand each character is absolutely distinguished. For example, the circle for the phrase "it is" may be made any size, light or heavy, on, above or below the line, even crooked, and it always means the same thing, and cannot be confused with any other outline of a different significance. In legibility and simplicity Boyd Shorthand is so far in advance of the old method that there is no place for comparison.

Practically there is no difference between verbatim or court reporting and any other kind of shorthand writing, except that the duration of writing may be longer, and the responsibility be greater, as an error in a legal document may be more serious than a mistake in a common business letter. Stenographic experience in a lawyer's office is a good preparation for court reporting, as the examination of a witness often follows an established procedure, and if the reporter is familiar with the method, the writing is greatly facilitated. It is necessary that the writer should know how to spell all words used and be familiar with their meaning. If a hesitation is made to dig out the spelling or meaning of a word, speed is impeded. In shorthand writing "practice makes perfect."

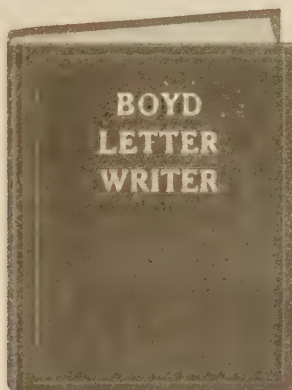
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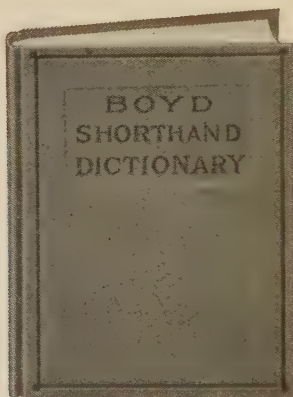
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